

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

17 MAY 19 AM 10:55

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): 5/6/17-5/7/17

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$33	\$90	\$77	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Lectures and question and answer sessions with former US Ambassadors and Congressional staff.

Mock National Security Council exercise.

5/19/17  
(Date)

Amy Smith  
(Printed name of traveler)

Amy Smith  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/19/2017  
(Date)

Patty Murray  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Amy Smith

Employing Office/Committee: Senator Patty Murray

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): May 6-7, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This is a weekend conference for Congressional staffers with guest speakers and bipartisan discussion panels on national security and foreign policy which are in Amy's portfolio of policy issues and will increase her ability to be informed in her work in these issue areas.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/28/2017  
(Date)

Amy Smith  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Patty Murray hereby authorize Amy Smith  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/28/2017  
(Date)

Patty Murray  
(Signature of Supervising Senator/Officer)

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**The Senate Member, officer, or employee *MUST* also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.**

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) organized the details for this trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the sixteenth such trip of this nature.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$35	\$90	\$92 (over 2 days)	\$191 conference services (over 2 days)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airle Conference Center, 6809 Airle Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Costs for meals and lodging are \$182 over the course of two days - less than the maximum federal government per diem rate of \$157.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20008

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org



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## Congressional Partnership Program Retreat Spring 2017

### Saturday, May 6<sup>th</sup>

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room <b>Guest Speakers:</b> To be Determined <b>Topic:</b> Bipartisan Panel
7:00 – 7:30 pm	East Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	East Room Keynote Dinner <b>Guest Speaker:</b> Tom Donilon, former National Security Advisor (INVITED) <b>Topic:</b> Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	East Room After-Dinner Reception Informal conversations with guest speakers

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## **Congressional Partnership Program Retreat Spring 2017**

### **Sunday, May 7<sup>th</sup>**

8:00 – 9:00 am

Airlie House – Dining Room  
Breakfast

9:00 – 12:00 pm

**\*Group A\***  
Airlie House – Meadow Room  
National Security Council Simulation  
**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security  
(INVITED)

9:00 – 10:30 am

**\*Group B\***  
Airlie House – Studio  
**Guest Speaker:** Amb. John Beyrle, Former  
Ambassador to Russia (INVITED)  
**Topic:** Future of US-Russia Relations

10:30 – 12:00 pm

**\*Group B\***  
Airlie House – Studio  
**Guest Speaker:** To be Determined  
**Topic:** Challenges Facing the European Union

12:00 – 1:00 pm

Airlie House – Dining Room  
Lunch

1:00 – 2:00 pm

Informal conversations with guest speakers

2:00 – 5:00 pm

**\*Group B\***  
Airlie House – Meadow Room  
National Security Council Simulation

**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security  
(INVITED)

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## **Congressional Partnership Program Retreat Spring 2017**

2:00 – 3:30 pm

**\*Group A\***

Airlie House – Studio

**Guest Speaker:** Amb. John Beyrle, Former  
Ambassador to Russia (INVITED)

**Topic:** Future of US-Russia Relations

3:30 – 5:00 pm

**\*Group A\***

Airlie House – Studio

**Guest Speaker:** To be Determined

**Topic:** Challenges Facing the European Union

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

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**Congressional Partnership Program  
Spring 2017  
Senate**

*All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.*

**Colleen Berny**

Senate Committee on Homeland  
Security and Governmental Affairs

**Andrew Geibel**

Sen. Bob Menendez  
(D-NJ)

**Molly Carpenter**

Sen. John McCain  
(R-AZ)

**Charles Hockenbury**

Sen. Roger Wicker  
(D-MS)

**Baxter Carr**

Sen. Shelley Moore Capito  
(R-WV)

**Kristen Lee**

Sen. Debbie Stabenow  
(D-MI)

**Melissa Egred**

Senate Committee on Homeland  
Security and Governmental Affairs

**Jared Lennon**

Senate Committee on Homeland  
Security and Governmental Affairs

**William Ellis**

Sen. Angus King  
(I-ME)

**Leigh Maiden**

Sen. Joe Manchin  
(D-WV)

**Adam Farris**

Sen. James Lankford  
(R-OK)

**Mario Semiglia**

Sen. Martin Heinrich  
(D-NM)

**Mikhaila Fogel**

Sen. Susan Collins  
(R-ME)

**Amy Smith**

Sen. Patty Murray  
(D-WA)

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**Andrew Wang**  
Sen. Tim Kaine  
(D-VA)

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**Smith, Amy (Murray)**

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**From:** PSA Congressional Program <cpp@psaonline.org>  
**Sent:** Friday, March 17, 2017 1:53 PM  
**To:** Smith, Amy (Murray)  
**Subject:** Invitation for PSA's Spring 2017 Congressional Partnership Program

Dear Amy,

It is our pleasure to inform you that you have been accepted to join the Spring 2017 schedule of Partnership for a Secure America's Congressional Partnership Program (CPP). The session will begin on **Monday, April 3, 2017** with an orientation at a Capitol Hill location TBD from 7:00 to 8:30 pm.

***Please review the following events schedule and let us know if you have any conflicts.*** In order to fully benefit from the program, it is important that you participate in the majority of the activities - especially the weekend retreat at the Airlie Conference Center May 6-7.

Note that you will have to submit ethics forms to attend the retreat. Please confirm with your office to ensure this is acceptable under your travel policy. If it is not, please let me know.

Additionally, we understand the retreat is the weekend of the Kentucky Derby and Virginia Gold Cup, but it was the only time that worked with the schedules of both CPP and the conference center. If you confirm your participation in the program, we expect you to attend the retreat.

- APRIL 3 - Begin Program with Orientation
- *APRIL 6 COB - Ethics Forms DUE for retreat*
- APRIL 24 - Strategic Communications/Negotiation Evening Session (only required to attend one)
- APRIL 25 - Strategic Communications/Negotiation Evening Session (only required to attend one)
- MAY 6 - 7 - Weekend Retreat at Airlie Conference Center in Warrenton, VA
- MAY 23 - DC Dinner 1
- JUNE 12 - DC Dinner 2
- JUNE 26 - DC Final Dinner

**Please reply back to this email to confirm your participation.** If you have any questions, email us at [cpp@psaonline.org](mailto:cpp@psaonline.org) or call [202-293-8580](tel:202-293-8580).

Congratulations! We look forward to your participation in PSA's Congressional Partnership Program.

Very best,  
Jessica Harrington

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